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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief of Logistics

DATE: 6 January 1955

FROM : Chief, Real Estate & Construction Division

SUBJECT: Weekly Activity Report

1. Items of Special Interest:

a. Building of TSS Laboratory [REDACTED]

25X1A

- (1) Plans and specifications prepared by A-E
being reviewed prior to approval.

25X1A

b. [REDACTED]

- (1) [REDACTED] Mission Relocation:

25X1A

Estimate of cost of additional construction was
received [REDACTED]. This information will be
transmitted to the DD/A by memo which is being
prepared.

25X1C

25X1C

[REDACTED] requested information on what funds were
available to cover shipping costs of the surplus
telephone system made available. They also re-
quested information as to our desires to have the
complete unit checked prior to sending overseas.
Representatives of this office requested estimate
of costs. Upon receipt of estimate action will be
taken to transfer funds.

The Field has been informed to construct security
fence as originally proposed.

c. DCI Move from Admin. Bldg. to South Bldg.:

- (1) Work in kitchen and dining room is progressing;
electrical work completed, plumbing work scheduled
for completion next week, plaster in progress,
grease-proof asphalt tile selected for installation
in kitchen. Installation of suspended ceiling in
conference room in progress. A portion of acoustical
tile has been installed. ✓
- (2) PBS electricians are preparing to start work in
DCI and DDCI suites.

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- (3) PBS has submitted estimate for renovations in ONE Conference Room in the amount of \$6,100. (furnishings not included).
- (4) [REDACTED], ONE, has voiced opposition to releasing Rm. 146 to GPO for proof-reading. Memo to DD/A is being rewritten accordingly.
- (5) Memo covering air conditioning for ONE pending receipt of additional information.
- (6) Memo covering all phases of work proposed in first floor reception area has been forwarded to DD/A for appropriate action.

25X1A

d. Tunnel Project:

All work delayed pending relocation of DCI kitchen and dining room from Admin. Bldg. to South Bldg. which is scheduled for 21 Jan.

e. Tempo K Bldg. Cafeteria:

Memo being prepared to include all information from GSA.

2. General:

Regulation covering the functions of the Space Maintenance and Facilities Branch is being drafted.

3. Projects and Studies in Process:

a. Construction and Utilities:

- (1) [REDACTED]
- (a) [REDACTED] Work in progress.
- (b) Roofing Repairs: Work in progress.
- (c) Heating Plant Repairs: Bids are being requested for this work.
- (2) [REDACTED]
- (a) Extras at Laboratory, Elevator:

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Underpinning of column and walls for foundation of pit completed in accordance with revised plan. Other work continuing.

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(b) Record Center Bldg: Work progressing.

(c) Electrical Alterations [REDACTED]

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All work complete. Final acceptance
will be made in approximately one week.

25X1A

1/11/77
(3) [REDACTED]

November construction report received indicating contract will be completed on schedule, i.e., 20 Jan. WE has informally indicated that it would be desirable for a IO representative to inspect construction to assure completion of technical requirements and accept work.

(4) [REDACTED]

25X1A

STATINTL

Information was received indicating that Air Force is planning to construct major facilities [REDACTED]. A decision must be made to determine if the increase in personnel and use by Air Force will interfere with our operations.

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(5) Commo [REDACTED]

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Arrangements made [REDACTED] to engage a Consulting Engineer to draw up plans and specifications. Letter of instruction to Engineer being prepared.

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3C - Space, Maintenance and Facilities

a. Utility Wiring and Air Conditioning Contract:

Extension of transformer vault at Building [REDACTED] progressing favorably. Roof work in progress.

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b. FI/STD - Commo - Air Conditioning, Building [REDACTED]

Installation of air conditioning units, cooling tower and electrical service was begun this week.

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c. Request of DD/P for Additional Space:

Awaiting report from PBS Space Analysts relative to survey of Commerce space [REDACTED]

25X1A

d. [REDACTED] -- Relocation to Another Building:

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This Office awaiting a memorandum containing TSS decision with respect to proposed relocation.

e. Recreation and Services Building -- Alterations:

The move of Logistics Office personnel into recently altered space was completed on 30 December 1954.

f. [REDACTED]

25X1A

1. Memorandum being prepared requesting approval of additional funds for the extension of contract to include the increase of transformer capacity.

2. The sound laboratory project is approximately 50% complete. All partitions have been erected and a large portion of acoustical tile installed. Electrical work in connection with new circuits and communication system in progress.

g. Benches requested by the DCI:

Four additional benches have been delivered and are being installed in the flag pole area at North Building; completion scheduled for 6 January 1955.

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3C - Space, Maintenance and Facilities

h. Agency Telephone Directory:

The LO/Printing and Reproduction Division reported that due to the volume and priority of work on hand, printing of the Agency Telephone Directory (January 1955 issue) will not be accomplished until February 1955.

i. Moves:

1. Completed during past week:

LO/PD/SPB from Quarters Eye to R&S, 30 December 1954.
NSC (partial) Executive Office Building, 3 January 1955.

2. Tentative for coming week:

DDP/SR (partial) within Tempo L and J, 4 January 1955.
ORR (partial) within Tempo M and Q, 5 January 1955.
DDP/FI/RI (partial) within Tempo L, 6 January 1955.
ORR (partial) within 2210 E Street, 7 January 1955.


Chief,
Real Estate and Construction Division

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